YUBA COUNTY OFFICE OF EDUCATION  
Management Job Description  

SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)  
ADMINISTRATOR  

DEFINITION  

Under the direction of the Superintendent, plan, direct, manage and oversee the activities, operations and implementation of the Special Education Local Plan Area (SELPA); coordinate SELPA activities with school districts, the Yuba County Office of Education, and outside agencies; conduct annual and three-year revision reviews; provide highly responsible and complex administrative support to the SELPA; supervise the performance of assigned personnel.  

DUTIES AND RESPONSIBILITIES  

Assume full management responsibility for SELPA programs, services and activities. Manage the development and implementation of SELPA goals, objectives, policies and priorities for SELPA service area; establish appropriate service levels within SELPA policy; allocate resources accordingly. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement; conduct annual and three-year revision review; direct the implementation of changes; monitor compliance to federal and State laws. Explain and interpret SELPA programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues; coordinate SELPA activities with those of other divisions, departments and outside agencies and organizations; serve as liaison with Business Managers and Superintendents’ Council. Direct, provide and coordinate in-service programs and staff training. Plan, direct and coordinate the SELPA work plan; identify and resolve problems; review and evaluate programs, methods and procedures. Manage and participate in the development and administration of the SELPA budget and grants; coordinate the preparation of a budget and implement adjustments as necessary. Review pertinent legislation and assure SELPA compliance with rules, regulations and laws; react to and implement specified recommendations emanating from State Department of Education regarding programs for SELPA; assure timely and accurate reporting of data to federal and State authorities. Develop, revise and publish required SELPA forms, handbooks and other materials.  

MINIMUM QUALIFICATIONS  

Education and Experience  
Possession of a valid California Administrative Credential authorizing K-12 services. Special education teaching and/or educational services experience, preferably at both the elementary and secondary levels and previous related management and administrative experience.  

Knowledge of:
Organization and management practices as applied to the analysis and evaluation of special education programs, policies and operational needs. Modern and complex principles and practices of special education program development and administration. Pertinent federal, State and local laws, codes and regulations. Principles and practices of curriculum development and instructional teaching strategies. Programs, services and curriculum appropriate for educating severely disabled students.

Skills and Ability
Provide administrative and professional leadership and direction for SELPA programs. Develop, implement and administer goals, objectives and procedures for providing effective and efficient SELPA programs and services. Identify and respond to issues, concerns and needs of the community, School Board and Superintendents. Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Effectively direct the provision of special education services in support of the school districts and the County. Assure SELPA compliance with laws and regulations.

Physical Ability
Hearing and speaking to exchange information and make presentations. Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials.

Licenses and Certificates
Valid Administrative Services Credential
Valid California Special Education Teaching Credential
Valid California Driver’s License

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